

## “Shop at the Top” Searching for Products in WISBuy

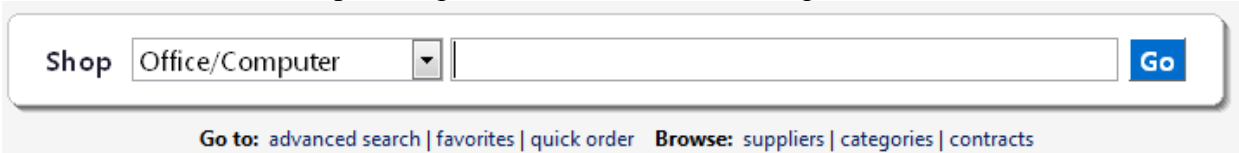
This tutorial will highlight WISBuy’s “Shop at the Top” search functionality. When using “Shop at the Top” search, only products from hosted supplier catalogs appear in the search results.

The “Search for” search field offers a dropdown menu for search options:

- Catalog No. (SKU); enter the SKU in the text field
- Catalog Keyword; enter a character string in the text field
- Part No.; enter the Part No. in the text field
- Manufacturer Info. No.; enter a Manufacturer Info. No.; in the text field

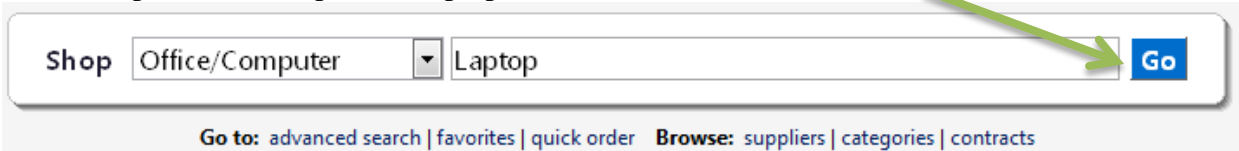
**Note:** Using wildcard characters is not permitted. In some instances, entering the first few known characters will result in search results.

1. Select the “Office/Computer” option in the “Search for” dropdown menu.



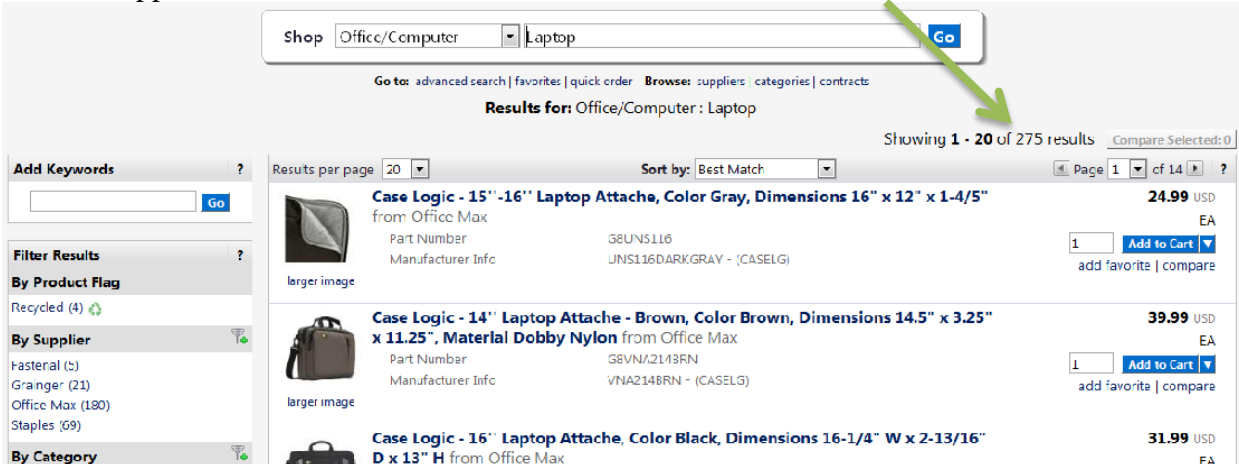
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2. Enter a product description, “Laptop”, in the next field and click Go.



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3. The shopper is offered hundreds-thousands of choices in the search results.



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**Results for:** Office/Computer : Laptop

Showing 1 - 20 of 275 results [Compare Selected: 0](#)

Results per page	Sort by	Page	cf 14
20	Best Match	1	cf 14

**Add Keywords** ?

 [Go](#)

**Filter Results** ?

**By Product Flag**

Recycled (4)

**By Supplier**


Hastal (5)

Grainger (21)

Office Max (180)

Staples (99)

**By Category**




**Case Logic - 15"-16" Laptop Attache, Color Gray, Dimensions 16" x 12" x 1-4/5"** **24.99** USD

from Office Max

Part Number 68UNS116

Manufacturer Info UNS116DARKGRAY - (CASELG)

1 [Add to Cart](#) [add favorite](#) | [compare](#)




**Case Logic - 14" Laptop Attache - Brown, Color Brown, Dimensions 14.5" x 3.25" x 11.25", Material Dobby Nylon** **39.99** USD

from Office Max

Part Number 68VNA2143RN

Manufacturer Info VNA2143RN - (CASELG)

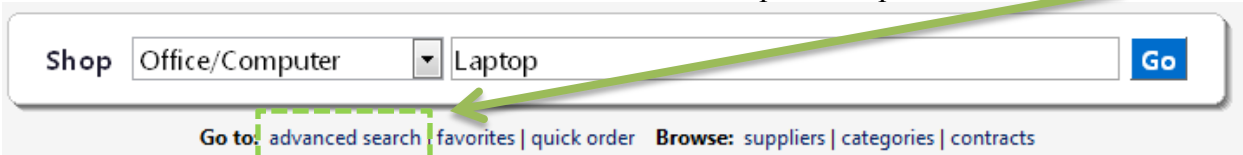
1 [Add to Cart](#) [add favorite](#) | [compare](#)



**Case Logic - 16" Laptop Attache, Color Black, Dimensions 16-1/4" W x 2-13/16" D x 13" H** **31.99** USD

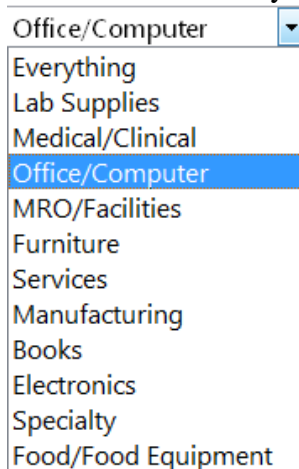
from Office Max

4. Using the “Advanced Search” link in the “Shop” product search allows the shopper to refine the search. Click on the “Advanced Search” link in the Shop & Compare” search box



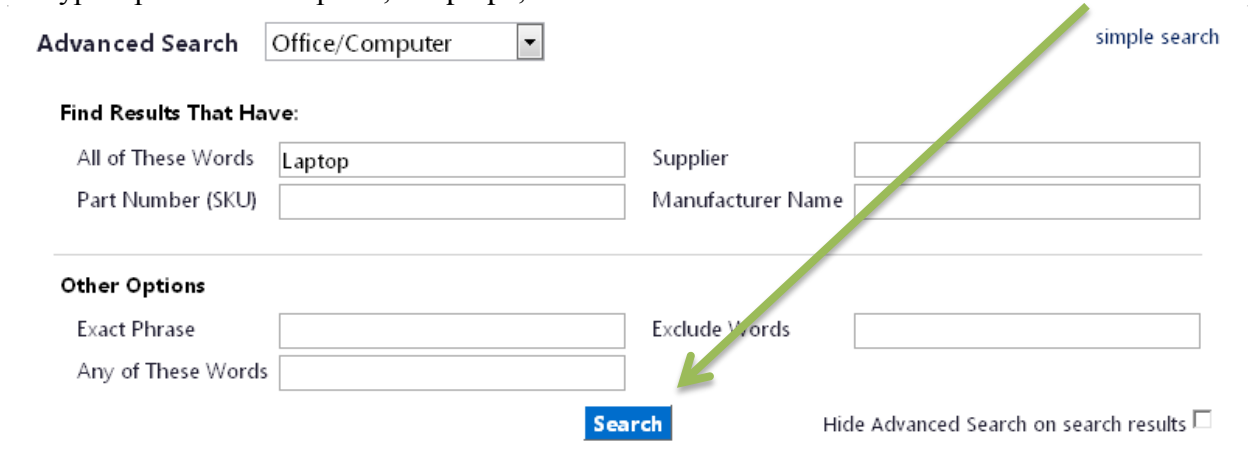
Notice that the purchaser may select an option from a dropdown menu. Note: Using the option, “Everything,” is the suggested option to use. Purchasers who are familiar with a product and category may refine the search results when other options from the dropdown are selected.

Additional fields may be used to refine search results:



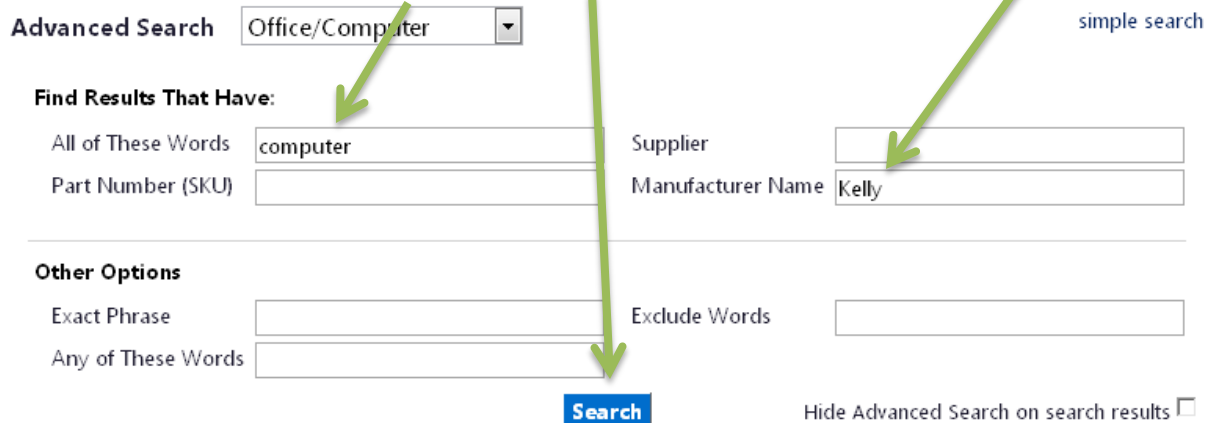
For this example, the shopper will search for “Laptop” but enter additional search criteria to illustrate how the search function works.

1. Select the “Office/Computer” option from the dropdown.
2. Type a product description, “Laptop”, in the “All of These Words” field and click Search.



Notice that hundreds to thousands of results may appear in the search window; same results as when the shopper entered the keyword in the “Search for” example. The shopper may refine the search results.

1. Type a product description, “Laptop”, in the “All of These Words” field. Type “Kelly” in the “Manufacturer Name” field and click the Search button.



**Advanced Search** Office/Computer simple search

**Find Results That Have:**

All of These Words  Supplier

Part Number (SKU)  Manufacturer Name

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**Other Options**

Exact Phrase  Exclude Words

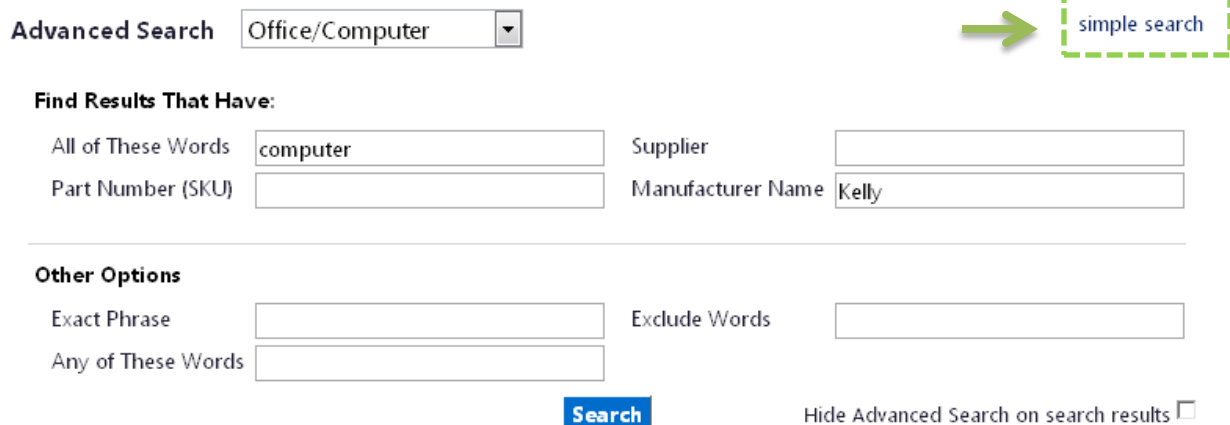
Any of These Words

**Search** Hide Advanced Search on search results ☐

The search results have been narrowed down. The shopper could further refine the search results by entering a known supplier name or by adding additional key words in the product description.

The “Shop” box also allows the shopper a “Simple Search” option.

1. Click on the “Simple Search” text link in the upper-right corner of the Advanced Search box.



**Advanced Search** Office/Computer simple search

**Find Results That Have:**

All of These Words  Supplier

Part Number (SKU)  Manufacturer Name

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**Other Options**

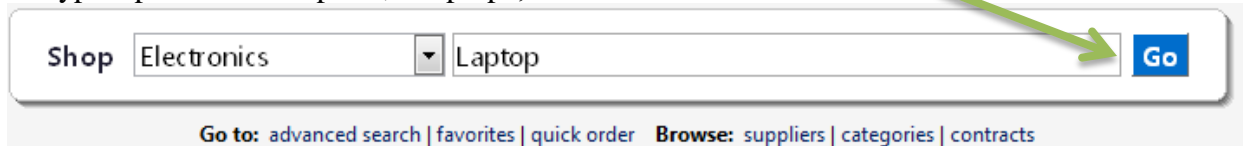
Exact Phrase  Exclude Words

Any of These Words

**Search** Hide Advanced Search on search results ☐

2. Use the option, “Electronics”. (Shoppers who are familiar with a product and category may narrow down search results when other options from the dropdown are selected).

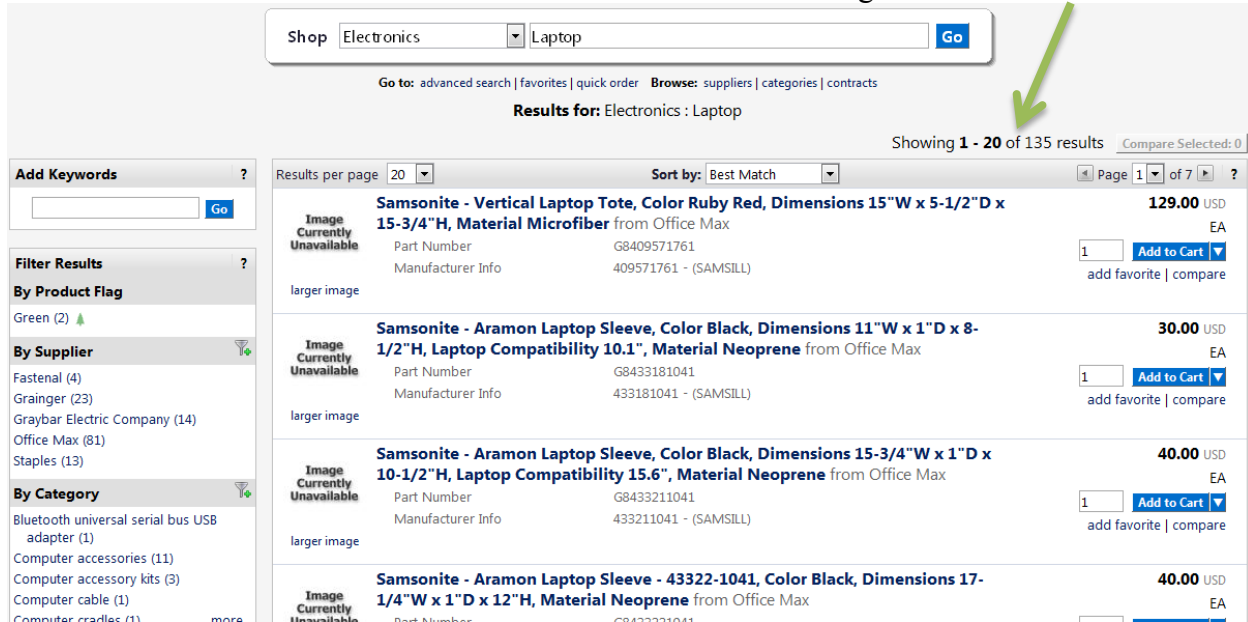
3. Type a product description, “Laptop”, in the next field and click Go.



**Shop** Electronics  **Go**

**Go to:** [advanced search](#) | [favorites](#) | [quick order](#) **Browse:** [suppliers](#) | [categories](#) | [contracts](#)

4. The results will be the same as those from the initial search using the “Search for” box.



Shop

Go to: [advanced search](#) | [favorites](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

Results for: Electronics : Laptop

Showing 1 - 20 of 135 results Compare Selected: 0

Results per page: 20 Sort by: Best Match Page 1 of 7

**Add Keywords**

**Filter Results**

**By Product Flag**  
Green (2)

**By Supplier**  
Fastenal (4)  
Grainger (23)  
Graybar Electric Company (14)  
Office Max (81)  
Staples (13)

**By Category**  
Bluetooth universal serial bus USB adapter (1)  
Computer accessories (11)  
Computer accessory kits (3)  
Computer cable (1)  
Computer cradles (1)

	<b>Samsonite - Vertical Laptop Tote, Color Ruby Red, Dimensions 15"W x 5-1/2"D x 15-3/4"H, Material Microfiber</b> from Office Max	<b>129.00</b> USD
larger image	Part Number: G8409571761 Manufacturer Info: 409571761 - (SAMSILL)	EA <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
	<b>Samsonite - Aramon Laptop Sleeve, Color Black, Dimensions 11"W x 1"D x 8-1/2"H, Laptop Compatibility 10.1", Material Neoprene</b> from Office Max	<b>30.00</b> USD
larger image	Part Number: G8433181041 Manufacturer Info: 433181041 - (SAMSILL)	EA <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
	<b>Samsonite - Aramon Laptop Sleeve, Color Black, Dimensions 15-3/4"W x 1"D x 10-1/2"H, Laptop Compatibility 15.6", Material Neoprene</b> from Office Max	<b>40.00</b> USD
larger image	Part Number: G8433211041 Manufacturer Info: 433211041 - (SAMSILL)	EA <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
	<b>Samsonite - Aramon Laptop Sleeve - 43322-1041, Color Black, Dimensions 17-1/4"W x 1"D x 12"H, Material Neoprene</b> from Office Max	<b>40.00</b> USD
larger image	Part Number: G8433221041 Manufacturer Info: 433221041 - (SAMSILL)	EA <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>

If the shopper uses a common product description in the text field, the search results may have to be filtered or sorted. The Filtering and Sorting Search Results Tutorial offers further information.

This concludes the lesson on “Shop at the Top” Searching for Products in WISBuy. For further assistance, please contact [Wisbuy@Wisconsin.gov](mailto:Wisbuy@Wisconsin.gov) or visit the website.